

CHAPTER 14 PROJECT COMPLETION

14-1. Introduction. This chapter presents the project team requirements for project completion activities at FUDS and BRAC/IR sites. The purpose of project completion activities is to ensure that all deliverables (data and reports) are in compliance with the requirements of the SOW.

14-2. Performance Objectives. The project team should consider the following performance objectives during project completion activities:

- a. Electronic data deliverables are in compliance with the format specified by the SOW;
- b. OE project reports, maps, figures, etc. are produced and submitted in compliance with the project requirements specified in the SOW; and
- c. All appropriate information has been posted to a server or web-page host for public availability, as specified in the SOW.

14-3. Requirements for Completion of OE Removal Action Projects at Formerly Used Defense Sites. The project team's requirements for the completion of project completion activities at FUDS are dependent on whether the district or Design Center executes the project. Attachment 14-1 presents a checklist of project completion considerations for the project team.

a. District. When the district executes an OE removal action at a FUDS, the project team will perform project completion activities in accordance with the provisions of the Defense Environmental Restoration Program FUDS manual.

b. Design Center. When a Design Center executes an OE removal action at a FUDS, the project team should ensure that the following activities have been completed:

(1) The project completion memorandum is prepared, summarizing the OE removal action activities. This memorandum, which is typically prepared by the contractor, will also state that the OE removal action has been completed and will describe any requirements for periodic reviews (e.g., five-year reviews) to ensure that the response action remains protective. A sample memorandum is provided in EP 1110-1-18.

(2) The project completion memorandum is forwarded to the PM for subsequent property/project completion of the entire FUDS.

(3) The PM includes a copy of the project completion memorandum in the Administrative Record for the project and forwards copies by cover letter to all affected property owners.

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14-4. Requirements for Completion of OE Removal Actions at Base Realignment and Closure/Installation Restoration Program Sites. The project team from the executing district or Design Center will ensure that the following project completion activities for BRAC/IR sites are completed in the following order:

a. The USACE element responsible for executing the OE removal action will prepare a Statement of Clearance and the Finding of Suitability to Transfer (FOST). An example format for the Statement of Clearance is provided in EP 1110-1-18.

b. The Statement of Clearance and FOST will be coordinated with the OE MCX for review. The Commander of the executing OE Design Center or district will sign the Statement of Clearance. The Installation Commander will sign the FOST. The Statement of Clearance will be provided to the installation representative as a supporting document to the FOST. The FOST will be submitted to the installation representative for approval and submission to DDESB in accordance with AR 405-90, Disposal of Real Estate.

c. A copy of the Statement of Clearance and FOST will be included in the Administrative Record for the

ATTACHMENT 14-1
PROJECT COMPLETION CHECKLIST

Project Name: _____
Project Location: _____
Design Center POC: _____
Preparer's Name and Title: _____
Date of Preparation: _____

Y N N/A

General

1. Have all the required electronic submittals been obtained and verified for compatibility with required systems?
2. Have all required reports, documents, maps, figures, multi-media pages, etc. been submitted and verified?
3. Has all appropriate information been posted to a server or web-page host for public availability, as required by the SOW?

**Project Completion Procedures for OE Removal
Actions at FUDS**

1. Was the project executed by a:
 - USACE District?
 - Design Center?
2. For projects executed by a district:
 - Were the project completion activities completed in accordance with the provisions of the DERP FUDS manual?
3. For project executed by an Design Center:
 - Did the contractor prepare a project completion memorandum?

	Y	N	N/A
• Did the project completion memorandum summarize the OE removal activities which occurred at the site?	_____	_____	_____
• Did the project completion memorandum state that the OE removal action has been completed?	_____	_____	_____
• Is the project completion memorandum in accordance with the format provided in EP 1110-1-18?	_____	_____	_____
• Has the project completion memorandum been forwarded to the PM?	_____	_____	_____
• Has the project completion memorandum been placed in the project's Administrative Record?	_____	_____	_____
<u>Project Completion Procedures for OE Removal Actions at BRAC/IR Sites</u>			
1. Did the USACE element responsible for executing the OE removal action prepare a Statement of Clearance?	_____	_____	_____
2. Was the Statement of Clearance prepared in accordance with the format provided in EP 1110-1-18?	_____	_____	_____
3. Did the USACE element responsible for executing the OE removal action prepare the FOST?	_____	_____	_____
4. Were the Statement of Clearance and FOST reviewed by the OE MCX?	_____	_____	_____
5. Has the Commander of the executing district or Design Center signed the Statement of Clearance?	_____	_____	_____
6. Has the Installation Commander signed the FOST?	_____	_____	_____
7. Has the Statement of Clearance been provided to the installation representative as supporting documentation for the FOST?	_____	_____	_____
8. Has the FOST been submitted to the installation representative for approval and submission to DDESB in accordance with AR 405-90?	_____	_____	_____
9. Has a copy of the Statement of Clearance and the FOST been placed in the project's Administrative Record ?	_____	_____	_____